



Chris Swope

Lansing City Clerk

December 29, 2015

Members of the Lansing City Council
10th Floor City Hall
Lansing, MI 48933

Dear Councilmembers:

The Minutes from the Meetings of the following Boards, Commissions, and Authorities of the City of Lansing were placed on file in the City Clerk's Office and are available for review in the City Clerk's Office and on the City Clerk's website (www.lansingmi.gov/clerk) under the heading of "Documents Placed on File."

BOARD NAME

DATE OF MEETING

Board of Trustees City of Lansing Police and Fire
Retirement System

October 13, 2015

Board of Appeals

November 10, 2015

Brownfield Development Authority
Economic Development Corporation
Tax Increment Finance Authority

December 11, 2015

If my staff or I can provide further assistance or information relative to the filing of these minutes, please contact us at 483-4131.

Sincerely,

Chris Swope, CMC, CMMC
Lansing City Clerk

OFFICIAL PROCEEDINGS OF THE BOARD OF TRUSTEES CITY OF LANSING POLICE AND FIRE RETIREMENT SYSTEM

Regular Meeting
Council Conference Room
10th Floor, City Hall
Lansing, MI

October 13, 2015
Tuesday, 8:30 a.m.

RECEIVED
CITY OF LANSING
DECEMBER 14 AM 9:11

The Board was called to order at 8:32 a.m.

Present: Trustees Fabus, Good, Oleson, Rose, St. Aubin, Wohlfert, Wood
Absent: Trustee Bernero.

It was moved by Trustee Fabus and supported by Trustee Wohlfert approve the Official Minutes of the Police and Fire Retirement System Board Meeting of September 15, 2015.

Adopted by the following vote: 7-0

Mr. Chris Lake, IAFF expressed appreciation to the Police and Fire Retirement System, legal counsel and the citizens of Lansing for their support regarding the death of Mr. Dennis Rodeman.

Secretary's Report.

0 new fire member(s), 0 new police members, 0 reinstatement(s), 0 refund(s), 0 transfers, 1 retired. Total: Active membership: 326. 3 death(s), Celia Hildenbrand, Fire, died 9/8/2015, age 88, spouse of IAFF retiree; Carl Rinckey, Fire, died 9/23/2015, age 80, spouse to receive 50%; James Scheidt, Fire, died 9/7/2015, age 75, spouse to receive 50%. Refunds made since the last regular meeting amounted to \$0.00. Reimbursements to the System year-to-date amount to \$0.00. Retirement allowances paid for the month of September 2015 amounted to \$2,431,011.67. Total retirement checks printed for the P&F System: 715. Total retirement checks printed for both systems: 1630. Domestic relations order received: 0. Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

The Police and Fire Board will wait for additional information regarding death in line of duty benefits for fire members at the request of the family.

It was move by Trustee Rose and supported by Trustee Wood to table the following applicant for Regular Age & Service Retirements:

Dennis Rodeman, Fire Department, 6 years, 10 months of service credit, effective September 8, 2015 (Death in the Line of Duty).

Adopted by the following vote: 7 -0

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It was Trustee Oleson and supported by Trustee Good to approve the following applications for Regular Age and Service Retirements:

LeAnn Garver, Fire Department, 25 years of service credit, effective October 24, 2015.

Christopher J. Magnus, Police Department, 14 years, 1 month of service credit, effective November 1, 2015. (From Deferred)

Adopted by the following vote: 7 – 0.

There were no requests for Duty Disability Retirement.

There were no requests for Non Duty Disability Retirement.

Trustee St. Aubin provided his oral MAPERS Fall Conference Report. Trustee St. Aubin attended the workshop sessions regarding actuarial, legal, and economic issues. Trustee St. Aubin noted that Dr. Elliot Eisenberg session, "Will the Economy Stand Up?" was one of the best session of the conference.

Trustee Oleson reported that he enjoyed the Trustee Development Seminar and the economy session at the MAPERS Fall Conference.

Trustee Wohlfert appreciated the networking opportunity and also enjoyed the Elliot Eisenberg session. He reported that Dr. Eisenberg has an email blog service that he signed up for.

Trustee Good also attended the same MAPERS Fall Conference and concurred with the comments of the trustees who attended. Trustee Good also attended the health care session and found the material informational.

Trustee Fabus attended the MAPERS Fall Conference and discussed the presentation by Greg Stump. Trustee Fabus appreciated that Mr. Stump could simplify that language and actuarial terms. Trustee Fabus also signed up for Dr. Eisenberg's blog.

NCPERS Public Safety Conference registrations should have been received for members who are attending.

Karen Williams reported that the Due Diligence Visit has been scheduled for November 4 -6. Trustees will visit William Blair and Northern Trust. Travel arrangements and lodging will be coordinated with Asset Consulting Group

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There were no refunds of accumulated contributions.

Mr. Chris Lake, IAFF reported that four Fire members have not received pension service credits from their hire date. Mr. Lake stated that 24 members were hired last year. Mr. Lake contacted Human Resources and the Retirement Office regarding the four members who were not paying contributions into the retirement system and did not receive service credits. The four members were not sworn until the following year. Mr. Lake questioned if these members who were in training should have received service credits from date of hire, not the sworn date.

Attorney Lane reported that he attended the legislative breakfast at the MAPERS Fall Conference. He noted that SB 102 would affect the State Teachers Union and would switch them from a hybrid Defined Benefit/Defined Contribution Plan to a Defined Contribution Plan.

Attorney Lane also reported that HB 4522/4523 to expand subpoena powers of the Senate Oversight Committee to attain non-public records from public bodies throughout the state. Attorney Lane stated that public pension systems would fall under this bill.

Attorney Lane reported that there was no revised draft from City Attorney's Office for the Police and Fire Retirement Ordinance.

Attorney Lane stated that he will distributed updated Frequently Asked Questions document to members for final review.

Trustee Wood reported that the FOP Supervisory contract was approved by City Council. Trustee Wood noted that the Council had the final contract before the members and it could be ready for publication and to the website within weeks. Trustee Wood also noted that the contract had been ratified but was brought to Council after all the amendments had been finalized.

The FOP Non-Supervisory and the IAFF contracts have not been finalized.

Attorney Ken Lane provided an update of his opinion regarding contract employees. Attorney Lane stated that he has been in contact with Human Resources Department and will have a report at the next meeting.

Karen Williams reported that questions were brought to the Retirement Office regarding death in the line of duty benefit provisions for unborn children.

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Attorney Ken Lane explained that there is some case law regarding unborn children that could be presented to the Police and Fire Board to review and vote upon. Under the Ordinance, dependent child has been defined. Attorney Lane opined that dependent child is a surviving child that receives 50% economic support from their parent. The current Fire benefit provision does not designate dependent child. There is case law that recognized an unborn child at the death of the parent and could be used to craft a Board policy.

Attorney Lane noted that there were discussions to amend the Fire Death in the Line of Duty Benefit Provision. Attorney Lane reported that proposed Fire provisions would be similar to the Police Death in the Line of Duty provision. Police provisions do not provide child benefits if there was a surviving spouse.

Trustee St. Aubin requested that the Death in the Line of Duty provisions be moved to pending for additional information from legal.

Trustee St. Aubin recommended the Police and Fire Board create a policy that will ensure service credits. Trustee St. Aubin stated that it was brought to his attention that some members are taking leave without having the appropriate leave balances. He expressed concern that members could have break in service due to suspension or unpaid service. He wanted to create a policy in which the City would notify the retirement system when a member has unpaid leave balances and does not earn service credit. Trustee St. Aubin expressed concern that a member could retire with less than 25 years of service, if break of services are not known.

Karen Williams explained how the Retirement Office uses payroll records to track service credits for members. Karen Williams explained that the new system going forward tracks service credits.

Trustee St. Aubin inquired if Michelle Burkhardt's separation of service was counted in determining her retirement benefit.

Karen Williams verified that the break in service was not counted and no service credits were provided for that time.

Trustee Wohlfert inquired about the four members who did not start accruing service credits until this year. He inquired if members would need to purchase time for the service credits that were not earned last year.

Trustee St. Aubin indicated that employees of the Police department must be sworn before they are members of the Police and Fire Retirement System.

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Attorney Ken Lane reported that the Retirement Ordinance stated the definition of police officers and firefighters indicated that the member must be sworn. Attorney Lane stated that the current Ordinance was restated and members in the System prior to the re-statement may be grandfathered.

Trustee Oleson inquired where does past practice apply.

Attorney Ken Lane stated that past practice applies when there are gray areas regarding the issues. The Retirement Ordinance clearly provides a definition for police officers and firefighters.

Trustee Rose stated that collective bargaining would be important in determining when these four members accrue service credits.

Attorney Ken Lane will research the information and provide an opinion on when a member accrues service credits.

Trustee Wood reminded members that trustees met with union leadership and reviewed the Retirement Ordinance line by line before it was re-stated.

Trustee Wood inquired if changes in the FOP Sup contract could be added to the actuarial valuation. Trustee Wood had additional changes for the valuation.

Ms. Bennett stated that the contract language could be added to the valuation and indicated that the Finance Department is reviewing the valuation.

The Police and Fire Retirement Board will contact Boomershine Consulting Group with its changes to the draft.

Ms. Williams presented Monthly Investment Report and the Securities Lending Report for the month of September 2015.

Trustee Fabus inquired if other members had been charged for their rooms on their personal credit card. Trustee Fabus explained that he provided his personal credit card for incidentals and he now has the full room charge on his statement.

Ms. Williams indicated that she contacted the hotel regarding reversing the charges. All lodging was prepaid by the Retirement Board.

Trustee St. Aubin requested members to contact either the chair or vice chair at conferences to use the Retirement Board credit card for incidentals.

It was moved by Trustee Wood and supported by Trustee Wohlfert to adjourn the meeting.

Adopted by the following vote: 5 – 0.

The meeting adjourned at 9:28 a.m.

APPROVAL PENDING

Minutes approved on _____

Angela Bennett, Secretary
Police & Fire Retirement System

Brad St. Aubin, Chairperson
Police & Fire Retirement System



DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT

316 N. Capitol Avenue, Suites C-1 • Lansing MI 48933-1238
(517) 483-4355 • FAX: (517) 377-0169

BUILDING SAFETY OFFICE

Virg Bernero, Mayor

OFFICIAL PROCEEDINGS OF THE CITY OF LANSING BUILDING BOARD OF APPEALS

Held at 316 N. Capitol Ave. at 2:00 pm
November 10, 2015

The November 10, 2015 meeting of the City of Lansing Building Board of Appeals was called to order at 2:10 PM. by Chairman Don Heck. The following members were in attendance:

Don Heck, Chairman
James Drake, Vice Chairman
Barry Wood
Tom Knoy

Members Absent: Chad Powers

Staff Present: James Bennett, Building Official
Jon Snyder, Plan Review Analyst/Secretary
Tony Phillips, Fire Inspector

Petitioners Present: Lingg Brewer
Rick McKinstry
Kevin McIntyre

Public Present: None

Old Business: None

New Business:

<u>Case No.:</u>	<u>Address:</u>	<u>Petitioner:</u>
BBA-003-2015	308 E. Grand River Ave.	Lingg Brewer

(These minutes of the Building Board of Appeals are not intended to be a transcript.)

Chairman Don Heck (HECK) asked everyone to introduce themselves. Introductions were made.

HECK asked for the approval of the September 8, 2015 meeting minutes. James Drake made a motion to approve the minutes. Motion seconded by Barry Wood. Motion carried unanimously.

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2015 DEC 23 PM 2:10
LANSING CITY CLERK

Rick McKinstry (MCKINSTRY) gives brief history of the building and has plans to renovate ten apartments and one retail space. MCKINSTRY states that there are windows on the east side of the property that are within five feet of the property line. He states the Building Code does not allow windows in a building within zero to five feet of the property line. MCKINSTRY states that the building will be fully sprinklered and they would provide a fully sprinklered window curtain at the openings, similar to what they did on the old Rycus Floor building.

Tom Knoy asks about the precedence set at the Rycus building.

MCKINSTRY states the situation is very similar in relation to the windows on the second floor overlooking a parking lot.

It was discussed that the Rycus building was different in that the windows were fire rated.

Jim Bennett (BENNETT) states that the Rycus building did not have smoke detection like 308 E. Grand River will have as a trade off.

BENNETT talks about the benefit of getting a permanent easement from the owner of the parking lot so no one could build next to the building.

Kevin McIntyre states they are currently in negotiations with the owner to these regards.

HECK states the issue is the windows on the property line, and the solution is to sprinkle the windows.

HECK asks Tony Phillips if he had any issues and he answered as long as the windows are sprinklered then he has no issues.

Tom Knoy makes a motion to approve the request.

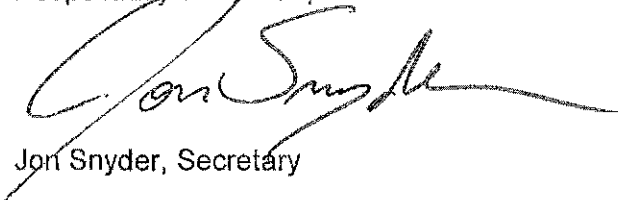
Motion supported by Barry Wood.

Motion carried unanimously.

Other Business: None

Public Comment: None

Respectfully submitted,


Jon Snyder, Secretary

Draft date: 11/23/2015
Approved date: 12/08/15

cc: Mayor's Office
City Clerk's Office
Appeal folders
Public file - original

Board Secretary
Building Safety Office Staff Representatives
Appeal applicants

**Lansing Brownfield Redevelopment Authority
Board of Director's Meeting Minutes
Friday, December 11, 2015
8:00 a.m.
LEAP Office
1000 S Washington Avenue, Suite #201
Lansing, MI 48910**

Members Present: Calvin Jones, Blake Johnson, Pierre LaVoie,
Kimberly Coleman, Andrea Ragan, James Butler
Baldomero Garcia,
Members Absent: Mayor Bernero, Kevin O'Malley
Temp Members Present: None
Staff Present: Karl Dorshimer, Marchelle Smith, Tedi Parsons
Guest(s): Stephan Blann, Rehmann Robson
Public Present: None
Recorded by: Gabriela Allum, LEAP

Call to Order

Chair Jones welcomed everyone and called the meeting to order at 8:16 a.m.

Approval of LBRA Audited Financial Statements – Period Ending June 30, 2015

Smith introduces Stephan Blann, Rehmann Robson, who provided an overview of the LBRA Audited Financial Statements for period ending June 30, 2015. The following points were made during his presentation:

- Provided overview of Independent Auditor's Report – Page 1-2
- Provided overview of LBRA Statement of Net Position – Page 8
- Provided overview of LBRA Balance Sheet, period ending June 30, 2015 – Page 10
- Provided overview of Statement of Revenue, Expenditures and Changes in Fund Balance – Page 12
- Blann noted this was another clean audit with no deficiencies found

Motion: Butler moved to accept and approve the LBRA Audited Financial Statements, period ending June 30, 2015, as presented. Motion seconded by Garcia.

Yeas: Unanimous. Motion carried.

Adjournment

Chair Jones declared the meeting adjourned at 8:22 a.m.

Chair Jones re-adjourned the Lansing Brownfield Redevelopment Authority Board of Director's Meeting at 9:07 a.m.

Approval of LBRA Meeting Minutes – Friday, November 6, 2015

Motion: Coleman moved to approve the LBRA Meeting Minutes from the Friday, November 6, 2015 LBRA Board of Director's meeting. Motion seconded by Garcia.

Yeas: Unanimous. Motion carried.

Other Business

None.

Public Comment

None.

Adjournment

Chair Jones declared the meeting adjourned at 9:08 a.m.



Karl Dorshimer, Director of Economic Development
Lansing Economic Area Partnership (LEAP)

**Lansing Economic Development Corporation
Board of Director's Meeting Minutes
Friday, December 11, 2015
8:00 a.m.
LEAP Office
1000 S Washington Avenue, Suite #201
Lansing, MI 48910**

Members Present: Calvin Jones, Blake Johnson, Pierre LaVoie,
Kimberly Coleman, Andrea Ragan, James Butler
Baldomero Garcia,
Members Absent: Mayor Bernero, Kevin O'Malley
Temp Members Present: None
Staff Present: Karl Dorshimer, Marchelle Smith, Tedi Parsons
Guest(s): Stephan Blann, Rehmann Robson
Public Present: None
Recorded by: Gabriela Allum, LEAP

Call to Order

Chair Jones welcomed everyone and called the meeting to order at 8:08 a.m.

Approval of LEDC Audited Financial Statements – Period Ending June 30, 2015

Smith introduces Stephan Blann, Rehmann Robson, who provided an overview of the LEDC Audited Financial Statements for period ending June 30, 2015. The following points were made during his presentation.

- Provided overview of Independent Auditor's Report
- Provided overview of Statement of Activities, Year Ending June 30, 2015
- Provided overview of Internal Control and Compliance
- Noted this was another clean audit, with no deficiencies found

Motion: LaVoie moved to accept and approve the LEDC Audited Financial Statements, period ending June 30, 2015, as presented. Motion seconded by Coleman.

Yeas: Unanimous. Motion carried.

Adjournment

Chair Jones declared the meeting adjourned at 8:16 a.m.

Chair Jones re-adjourned the Lansing Economic Development Corporation Board of Director's Meeting at 8:26 a.m.

Approval of LEDC Meeting Minutes – Friday, November 6, 2015

Motion: Butler moved to approve the LEDC Meeting Minutes from the Friday, November 6, 2015 LEDC Board of Director's meeting. Motion seconded by LaVoie.

Yeas: Unanimous. Motion carried.

Financial Statements – Period Ending October 31, 2015

Smith provided an overview of the LEDC Financial Statements, period ending October 31, 2015. Smith made reference to the LEDC Balance Sheet and Profit and Loss Statement. Discussion ensued.

Motion: Garcia moved to accept the LEDC Financial Statements, period ending October 31, 2015 as presented and place on file. Motion seconded by Coleman.

Yeas: Unanimous. Motion carried.

UDAG Report – Period Ending October 31, 2015

Smith provided an overview/update on the UDAG funds for the period ending October 31, 2015, noting Summary of Runway Committed Funds. Discussion ensued.

Election of LEDC/LBRA/TIFA Board of Directors 2016

Chair Jones introduced the 2016 LEDC/LBRA/TIFA Board of Directors Officer Slate. Chair Jones asked Parsons to unseal the envelope containing the official election ballot and provide each board member with a ballot for voting purposes. After the vote, Parsons collected the completed ballots and left the room to tabulate the results in private. Chair Jones asked Parsons to provide the results of the election. The following votes were cast for the 2016 LEDC Board of Directors:

Chair: Pierre LaVoie
Vice-Chair: James Butler, III
Secretary: Andrea Ragan
Treasurer: Christopher (Blake) Johnson

Motion: LaVoie moved accept the 2016 LEDC/LBRA/TIFA Board of Directors Officer Slate, as presented. Motion seconded by Johnson.

Yeas: Unanimous. Motion carried.

Update on Projects

Dorshimer provided the following updates:

- Downtown Casino: project continue to move along
- SkyVue: Project is moving along. Prep of the site will be starting soon.
- Feldman's: Project has started and moving along
- East Town Flats: Public Hearing Monday

- Snethkamp: Public Hearing Monday
- Red Cedar: Project continue to move forward. Updates will continue to be provided.
- Under the Bridge: Moving along steadily.
- Former Racer Trust site: Parties still show interest in site

Other Business

Chair Jones expressed his gratitude to the LEDC Board of Directors for their continued committed service to both the City of Lansing and the region. Additionally, Chair Jones noted that it was an honor and privilege over the past two-years to serve as the Board Chair and looks forward to serving in a new capacity.

Public Comment

None.

Adjournment

There being no further business, Chair Jones declared the meeting adjourned at 9:07 a.m.



Karl Dorshimer, Director of Economic Development
Lansing Economic Area Partnership (LEAP)

**Tax Increment Finance Authority
Board of Director's Meeting Minutes
Friday, December 11, 2015
8:00 a.m.
LEAP Office
1000 S Washington Avenue, Suite #201
Lansing, MI 48910**

Members Present: Calvin Jones, Blake Johnson, Pierre LaVoie,
Kimberly Coleman, Andrea Ragan, James Butler
Baldomero Garcia,
Members Absent: Mayor Bernero, Kevin O'Malley
Temp Members Present: None
Staff Present: Karl Dorshimer, Marchelle Smith, Tedi Parsons
Guest(s): Stephan Blann, Rehmann Robson
Public Present: None
Recorded by: Gabriela Allum, LEAP

Call to Order

Chair Jones welcomed everyone and called the meeting to order at 8:23 a.m.

Approval of TIFA Audited Financial Statements – Period Ending June 30, 2015

Smith introduces Stephan Blann, Rehmann Robson, who provided an overview of the TIFA Audited Financial Statements for period ending June 30, 2015. The following points were made during his presentation.

- Provided overview of Independent Auditor's Report – Page 1-2
- Provided overview of Statement of Net Position – Page 8
- Provided overview of Balance Sheet – Page 10
- Provided overview of Statement of Revenue, Expenditures and Changes in Fund Balance – Page 12
- Blann noted this was another clean audit with no deficiencies found

Motion: LaVoie moved to accept and approve the TIFA Audited Financial Statements, period ending June 30, 2015, as presented. Motion seconded by Johnson.

Yeas: Unanimous. Motion carried.

Adjournment

Chair Jones declared the meeting adjourned at 8:26 a.m.

Chair Jones re-adjourned the Tax Increment Finance Authority Board of Director's Meeting at 9:08 a.m.

Approval of TIFA Meeting Minutes – Friday, August 7, 2015

Motion: Butler moved to approve the meeting minutes from the Friday, August 7, 2015 TIFA Board of Director's meeting as presented. Motion seconded by Johnson.

Yeas: Unanimous. Motion carried.

Other Business

None.

Public Comment

None.

Adjournment

Chair Jones declared the meeting adjourned at 9:09 a.m.

A handwritten signature in dark ink, appearing to read 'Karl R. Dorshimer', is written over a horizontal line.

Karl Dorshimer, Director of Economic Development
Lansing Economic Area Partnership (LEAP)

**Lansing Brownfield Redevelopment Authority
Board of Director's Meeting Minutes
Friday, December 11, 2015
8:00 a.m.
LEAP Office
1000 S Washington Avenue, Suite #201
Lansing, MI 48910**

Members Present: Calvin Jones, Blake Johnson, Pierre LaVoie,
Kimberly Coleman, Andrea Ragan, James Butler
Baldomero Garcia,
Members Absent: Mayor Bernero, Kevin O'Malley
Temp Members Present: None
Staff Present: Karl Dorshimer, Marchelle Smith, Tedi Parsons
Guest(s): Stephan Blann, Rehmann Robson
Public Present: None
Recorded by: Gabriela Allum, LEAP

Call to Order

Chair Jones welcomed everyone and called the meeting to order at 8:16 a.m.

Approval of LBRA Audited Financial Statements – Period Ending June 30, 2015

Smith introduces Stephan Blann, Rehmann Robson, who provided an overview of the LBRA Audited Financial Statements for period ending June 30, 2015. The following points were made during his presentation:

- Provided overview of Independent Auditor's Report – Page 1-2
- Provided overview of LBRA Statement of Net Position – Page 8
- Provided overview of LBRA Balance Sheet, period ending June 30, 2015 – Page 10
- Provided overview of Statement of Revenue, Expenditures and Changes in Fund Balance – Page 12
- Blann noted this was another clean audit with no deficiencies found

Motion: Butler moved to accept and approve the LBRA Audited Financial Statements, period ending June 30, 2015, as presented. Motion seconded by Garcia.

Yeas: Unanimous. Motion carried.

Adjournment

Chair Jones declared the meeting adjourned at 8:22 a.m.

Chair Jones re-adjourned the Lansing Brownfield Redevelopment Authority Board of Director's Meeting at 9:07 a.m.

Approval of LBRA Meeting Minutes – Friday, November 6, 2015

Motion: Coleman moved to approve the LBRA Meeting Minutes from the Friday, November 6, 2015 LBRA Board of Director's meeting. Motion seconded by Garcia.

Yeas: Unanimous. Motion carried.

Other Business

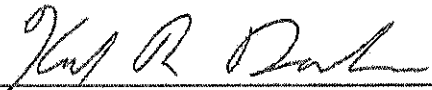
None.

Public Comment

None.

Adjournment

Chair Jones declared the meeting adjourned at 9:08 a.m.

A handwritten signature in black ink, appearing to read 'Karl R. Dorshimer', is written over a horizontal line.

Karl Dorshimer, Director of Economic Development
Lansing Economic Area Partnership (LEAP)